

# COMPETENCIES EMPLOYEE SELF-ASSESSMENT

## IRM 101 - BASIC INFORMATION SYSTEMS ACQUISITION

IRM 101	Competency	Yes	No	Work Description/Justification
1	Identify DoD Life Cycle Management regulations, goals, and procedures.			
2	Identify information technology Life Cycle Management documentation requirements.			
3	Describe the functions of a DoD acquisition strategy and the elements included in an information technology acquisition.			
4	Identify elements of Planning, Programming, and Budgeting System (PPBS).			
5	Describe information technology life cycle budget execution goals and objectives.			
6	Explain the requirements and factors involved in assessing program costs and returns.			
7	Describe the requirements for conducting an economic analysis for an information technology system in the DoD Life Cycle Management process.			
8	Identify examples of the factors included in an economic analysis for an information technology system.			
9	List and explain the steps of a risk management process for an information technology acquisition.			

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10	Explain the types and use of measures/metrics in an information technology acquisition.			
11	Explain the use of teams in managing information technology acquisition programs and the concepts of team building.			
12	Identify the concepts of change management.			
13	Identify higher guidance and information technology goals for strategic planning.			
14	Describe components of an information technology strategic plan.			
15	Describe the requirements development process.			
16	Explain the purpose for tracing and managing the configuration of requirements.			
17	Explain the purpose and at least one method for analyzing alternatives.			
18	Identify and describe basic principles of technical standards as they relate to system development and interoperability.			

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19	Describe the integrated architecture framework; the relationships and roles of the DoD operational, systems, and technical architectures; and the impact of these architectures on the information technology acquisition process.			
20	Identify interoperability terminology, the importance of planning for interoperability in an information technology acquisition strategy, and the conceptual components of an information technology system architecture; and demonstrate the relationship to interoperability.			
21	Define key information technology systems and software engineering terms, concepts, and methodologies.			
22	Explain the purpose for configuration management and at least four configuration management functions.			
23	Identify requirements, methods, and techniques for quality assurance during the system life cycle.			

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24	Describe examples of the technical, contractual, and personal issues involved in deploying an information technology system.			
25	Explain at least two information technologies relative to DoD systems development.			
26	Describe information technology systems and methods for facilitating all aspects of program management.			
27	Describe data management technologies and methods for DoD information technology system acquisition programs.			
28	Explain the role, process, and elements of market research in an information technology acquisition.			
29	Identify the role and elements of electronic commerce in information technology acquisitions.			
30	Define commercial items and non-developmental items, and explain the commercial items acquisition process.			
31	Identify the contents of an information technology acquisition plan and explain where the information can be obtained.			

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32	Describe solicitation methods, format, and content and explain the roles of the communications-computer acquisition professional in the solicitation process.			
33	Identify the contents of a statement of work/statement of objectives and list sources that would help in their development.			
34	Explain the role of evaluation criteria in an information technology acquisition.			
35	Describe an information technology source selection process.			
36	Define contract administration and identify the contract administration responsibilities of various Government officials and organizations for an information technology acquisition.			